

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 11th May 2026 at 7.00pm.

Present: Cllrs Mike Shepherd (Chairman), Nigel Barker, Coral Shepherd, Brett Thomas and Sarah Whitehead.

In attendance: Jo MacCallum Responsible Finance Officer (RFO).
Geraldine Scanlon Assistant Business Manager (ABM)

1 Apologies for absence – None

2 Declarations of interest and requests for dispensations by councillors in any agenda item

Cllr C Shepherd declared an interest in agenda item 13 (b) – Sports Pavilion update.

3 Public participation – None Present

4 (a) Minutes of the Finance & Administration Committee meeting 11th May 2026. The minutes of the meeting were approved as a correct record and duly signed by the Chairman.

(b) To review action list

The action list was reviewed with those completed removed.

(c) To consider matters arising

There were no matters arising.

5 Current Financial Position

a) IAC monthly report

The monthly IAC draft report was circulated via SharePoint before the meeting. Cllr M Shepherd said he was unable to finalise this month's report due to the transition in accounting from Receipts and Payments to Income and Expenditure and other pressures on his and the RFO's time, so had instead issued a draft report to the committee. He summarised the current position as follows.

The change of financial year consistency checks have been carried out with no issues found. Fifty percent of the requested precept has been received as expected and has been correctly allocated to the appropriate budget lines in the accounts. The remainder is due in September. The 2026/27 budget shown on the April Financial Budget Comparison reports accurately reflect that agreed by Full Council in January, this includes the carry-over of unspent balances agreed when the budget was set. The bank reconciliations for 1st April 2026 to 30th April 2026 were in order and all payments were authorised and made in accordance with the financial regulations. He is unable to confirm the consistency of financial reports until he receives feedback from Edge on queries he has raised. A finalised version of the monthly report will be circulated as soon as possible

b) Monthly financial reports

Cllr M Shepherd said all the usual financial reports had been placed on SharePoint prior to the meeting and asked Councillors if they had any questions regarding the finances.

Cllr N Barker asked when the final payment of the Village Voice honorarium, Budget Transaction 952, would be made. Cllr C Shepherd advised it is still to be confirmed by the Communication Committee.

c) Aged debtors

The ABM advised further payments have been received since the Aged Debtors list was circulated via SharePoint and advised the committee of the five outstanding invoices. The ABM will follow up on the outstanding payments.

d) Reserves

Cllr M Shepherd said the reserves report has been circulated via SharePoint. It was pointed out that the current balance shown for The Warren Reserve includes an invoice that has not yet been paid but is due for payment in May.

The new Pavilion Reserve has been created and the RFO will now transfer the agreed amount of £50,000.00 into the reserve.

6 2025-2026 Year-end Financial Position

Cllr M Shepherd said he had been unable to complete his year-end financial position report. He will liaise with the RFO and give a formal report at the next F&A Committee meeting.

7 2025-2026 Internal Audit.

(a) Consideration of an Investment Policy

Cllr M Shepherd said the Internal Audit had been completed and the report had been circulated via SharePoint. The Parish Council achieved a Green Assurance level with only one minor recommendation: to produce and adopt an Investment Policy. After discussion it was agreed to produce an Investment Policy which F&A will then present to Full Council for formal adopted.

(b) Draft AGAR

Cllr M Shepherd briefly outlined the purpose and structure of the AGAR form. The RFO explained she had completed a paper copy of the AGAR form for 2025-2026 which would be submitted as the "Live" version, this will also be used to make the necessary documents public. Dersingham Parish Council has also agreed to trial a digital version. Before the digital version can be submitted a Reserves Policy is required, which the Parish Council currently does not have. The RFO explained that the policy wasn't compulsory however, the trial AGAR process cannot be completed without it. After discussion it was agreed to produce a Reserve Policy for consideration at the June F&A committee meeting. It will then be presented to Full Council for formal adoption in June, which will be just in time to allow the trial AGAR process to be completed before the deadline.

8 IT Update

Cllr M Shepherd advised that the Lightspeed upgrade is now complete, and the new contract has been signed and is in effect. The BM has been advised of the contract details to update the contract register.

Cllr M Shepherd reminded the ABM that Microsoft Publisher will no longer be supported after October 2026.

Cllr M Shepherd asked the RFO to check her laptop for any Wolf Security warning messages as he had been unable to check the renewal date of the licence.

9 Business Manager Update

9.1 Defibrillator Checks

The BM carried out the Defibrillator checks on Tuesday 5th May 2026 and said there were no issues.

9.2 Update on HM Land Registry to add a note to Aurora wayleave.

The BM has completed the AP1 application ready to issue however, the £40.00 payment required can only be made by either Direct Debit or cheque. Cllr C Shepherd said she will write and sign the cheque and ask Cllr Bubb to sign as a secondary bank signatory.

10 Correspondence

A Thank You letter had been received from Heacham District Car Scheme for the £800.00 grant from the Parish Council.

An email had been received from the Priscilla Bacon Hospice Charity. After discussion it was agreed the Parish Council would take no further action with regards to the correspondence.

11 Items for inclusion on the next agenda

Reserve Policy
Investment Policy
Year-end Financial Position Report

12 Date of next meeting – Monday 8th June 2026 at 7pm in The Loft.

The meeting was placed in closed session at 8.00pm

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

13 Leases Update

(a) Update on Sportsground Lease.

Cllr C Shepherd advised that this item would remain an agenda item until confirmation that the lease has been registered with Land Registry.

(b) Sports Pavilion Update

Cllr C Shepherd updated Councillors with regards to the Sports Pavilion refurbishment. The planning application has been submitted and grant applications are being progressed.

(c) Update on Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said there was no update and will chase our solicitor.

15 Quotations for replacement photocopier.

Councillors discussed the quotes received. It was resolved to lease a photocopier from Norfolk Copiers. Which will include the option of the “Inner Staple Finisher” in the rental contract.

With no further business the meeting was closed at 8.24pm

Action Points

Cllr M Shepherd

- To begin a review of the PC Information Technology systems security.

Cllr C Shepherd

- To complete the BC Parish Infrastructure Investment Plan template
- Prepare the cheque to pay the Land Registry fees.

Business Manager

- To raise an order for the Norfolk Copier lease contract

RFO

- To write an Invest Policy
- To write a Reserve Policy
- To check the Wolf Security expiry on the Parish Council laptop

Assistant Business Manager

- To chase outstanding invoices.
- To post wayleave application to HM Land Registry